

	Portales Police Department	SOP #	303.04
	Standard Operating Procedure & Policy	PER. #	03.04-03.06
1700 N. Boston St. Portales NM, 88130	Grooming & Uniform Requirements		
(575) 356-4404		Approval:	Pat Gallegos, Chief of Police

I. STATEMENT OF PURPOSE

The purpose of this policy is to provide all employees with guidelines concerning proper clothing, uniform, and grooming requirements when on duty or when representing this agency in any manner.

II. POLICY

Employees of this agency are Customer Service Representatives of the City of Portales and in that capacity, it is very important that all employees, both sworn and non-sworn, present a professional image to the public. It shall be the policy of this agency that all employees will consistently maintain a neat and clean appearance at all times during the performance of Official duties or at any time, that he/she is representing this agency in any manner.

III. PROCEDURE:

A. Grooming

1. Employees will keep their persons clean and sanitary by practicing the following:
 - a. Bathing or shower daily and practicing good hygiene.
 - b. Wearing clean clothes that are free of unpleasant odors.

B. Facial Hair

The face shall be clean shaven, with the exception that the wearing of a neatly trimmed goatee is permitted.

C. Hairstyle

1. Hair will be neat and clean in appearance at all times.
2. While on duty and in uniform, male Officers will keep their hair trimmed according to the following guidelines:

- a. The back will be neatly tapered, rounded, or squared and may extend down to the top of the collar.
 - b. The length of the hair in front will not fall lower than one half inch above the tops of the eyebrows.
 - c. The length of the bulk of the hair on the sides will not extend lower than half way down the ear.
 - d. Sideburns may extend downward to the bottom of the lowest part of the ear, but not below.
 - e. Sideburns will not be flared or any wider at the bottom than their natural width at the top.
- 3. While on duty and in uniform, female Officer's hairstyle shall be worn according to the following guidelines:
 - a. Hair will not extend below the bottom of the collar.
- 4. Female Officers working in non-uniform positions may wear their hair in a style that is not as restrictive; however, the hair should be worn in a style and color that is non-offensive to the general public.
- 5. Civilians' hair will be neatly styled, trimmed, and well kept. It will not be of a style, length, or artificial color, which is offensive to the general public.
- 6. Any employee whose current assignment may require any deviation from the above procedures, such as plain clothes undercover work, may make a request to the Chief of Police for approval of an exception. The said approval will automatically expire upon completion of the assignment.

IV. UNIFORMS AND EQUIPMENT

- A. The Portales Police Department shall provide each sworn officer and selected non-sworn employees, within budgetary guidelines, the uniforms and equipment necessary to perform assigned tasks. In doing so, the department has the authority to establish the standards for the items that are issued and those not issued. The final decision as to whether an item of clothing or grooming standard is acceptable rests with the Chief of Police.
- B. All personnel will be held personally accountable for the return of all Department issued uniform items. No issued item is to become the property of any individual; all remain the property of the Department.
- C. Items lost or damaged during Law Enforcement activities will be reported to the Chief of Police through the chain of command as soon as possible.

- D. It is the responsibility of all officers to replace lost Department property at their own expense if damage is due to negligent causes.
- E. Replacement of items of personal purchase, which are lost or damaged in Law Enforcement activities, will be determined on a case-by-case basis.
- F. Property lost or damaged as a result of Law Enforcement activities in connection with the arrest of an individual will be promptly reported, replacement costs determined, and the Officer involved will include, during prosecution of the individual, a request to the courts that any sentence include reimbursement of costs to the Department.
- G. All Officers will be issued a body armor vest and carrier for use. All Officers assigned to routine uniformed field duty are required to wear body armor vest on duty unless there is a medical issue or approval from the Chief of Police. Wear will be required for all personnel participating in raids, any barricade, or hostage situation, firearms qualifications or in any situation deemed appropriate by the Chief of Police.
- H. Uniform requirements:
 - 1. All uniform clothing items will be clean and pressed.
 - 2. All uniform clothing items will not be torn, frayed, or patched.
 - 3. All leather items, belt, holster, handcuff case, etc. will be issued; they will be black in color and style as determined by the Chief of Police.
 - 4. All silver or brass items will be clean and properly polished.
 - 5. When in uniform, all pieces of the uniform and all uniform equipment will be worn.
 - 6. Shoes or boots will be black in color and styles as determined by the Chief of Police, and will be shined/polished appropriately on a regular basis.
 - 7. Socks that are exposed will be an appropriate color that matches the uniform.
 - 8. Caps are optional for normal patrol duties.
 - 9. Officers may put a hash on the left sleeve of their long sleeve uniform for years of service. One hash would equal two completed years of law enforcement service in the State of New Mexico.

V. COURT APPEARANCE

- A. The Police uniform is authorized dress for any court appearance.

- B. If off duty employees shall either wear the uniform or appear suitably attired in civilian clothes.
- C. Non-uniform appearance:
 - 1. Officers assigned to plain clothes duties will have their dress codes dictated by their supervisor based on their assignments.
 - 2. Minimum requirements for non-uniforms court attire include:
 - a. Dress slacks
 - b. Dress shirt
 - c. Tie
 - d. Dress Shoes

VI. NON-SWORN PERSONNEL

- A. All non-sworn personnel whose duties require that they interact with the public will appear suitably attired in civilian clothes.
- B. All non-sworn employees who do not interact with the public in the performance of their duties will dress casually as directed by the Chief of Police and depending on the type of work performed.
- C. Any non-sworn employee subpoenaed to appear in a court of law shall dress appropriately as outlined above.

VII. HEALTH AND PHYSICAL FITNESS

General health and physical fitness is a voluntary requirement. The department encourages physical fitness on the part of its sworn employees. Eastern New Mexico University offers free use of its fitness facilities by sworn officers.

- A. Sworn employees are expected to maintain a level of good health and physical fitness in order to perform the required duties.
- B. Supervisors may send a memo through the chain of command to the Chief of Police at any time an officer is suspected of not being able to perform the required duties of the job.
 - 1. The memo shall have all the pertinent information why the officer is not able to perform the duties and the suspected problem of the lack of performance.
- C. The Chief of Police will decide if a physical examination of the officer will be required.
- D. Any examination required of sworn employees will be provided at no cost to the

employee.